

TO: Records Management Distribution

FROM: Sharon Evelin
Acting Departmental Records Officer, IM-1

SUBJECT: RM03-18, NWM 24.2003 Request for comment on training and certification drafts

Below is a request from NARA for comments on the training and certification drafts. Please provide any comments on the attached drafts to Jay Blewett by cob August 8, 2003.

Sharon Evelin
Acting, Departmental Records Officer
Office of Business and Information Management, IM-11

----- Original Message -----

From: RM Communications [mailto:RM.Communications@nara.gov]
Sent: Wednesday, July 23, 2003 2:00 PM
To: Frey, Susan
Subject: NWM 24.2003 Request for comment on training and certification drafts

July 23, 2003

NWM 24.2003

MEMORANDUM TO AGENCY RECORDS OFFICERS: Request for comment on training and certification drafts

As part of NARA's Records Management Initiatives we have undertaken a review and revision of our records management training program and development of an optional certification in Federal records management. Now, NARA distributes and seeks comments on two new papers. These draft papers are enclosed with this transmittal and will be discussed at the BRIDG meeting on Wednesday, July 30.

The Training Program draft paper describes how NARA will provide training to Federal agency Records Management officers, program staff, information technology staff and other regarding new records management policies and procedures. The training program covers all aspects of current law, regulation, policy, procedures, and official guidance related to records management in the Federal government.

The Certification draft paper proposes development of a program to encourage Federal records management staff and other interested persons to take a series of NARA training classes that will provide the core records management knowledge and skills needed to effectively manage Federal records.

We encourage you to submit your comments on these drafts by email to RM.Communications@nara.gov by Friday, August 15, 2003. Your feedback helps us understand how NARA's Records Management Initiatives meet the needs of various stakeholders in the Federal records management process.

If you have not registered for the Wednesday, July 30 BRIDG meeting at the Federal Deposit Insurance Corporation (801 17th Street NW) where these two papers will be

discussed, please send your name, agency affiliation, and phone number by return email before Friday, July 25. The agenda for this meeting also includes a briefing on the proposed FY 2005 joint business case for the E-Gov ERM. Because the section of the BRIDG meeting on the FY 2005 ERM Initiative Business Case involves sensitive pre-decisional information relating to the FY 2005 budget, we must limit attendance at the meeting to Federal employees only. We appreciate your understanding.

HOWARD P. LOWELL
Acting Director
Modern Records Programs